



# GRANT WRITER

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## Job Description

New Heights Therapeutic Riding Center in Folsom, LA seeks a **local** Grant Writer responsible for supporting NHT mission through effective and timely development and implementation of grant applications and renewals. The Grant Writer is responsible for increasing revenue through research and proposal preparation and submission, as well as identification of new prospects. This is a contract position. ***Candidate must work in nearby vicinity of Folsom, Northshore or Southshore preferred.***

### KEY JOB ACTIVITIES

#### Proposal Development and Submission

- Identify and qualify new prospects for support.
- Research funding opportunities through websites, databases, and internet research, with input from the Executive Director.
- Prepare grant proposals by researching current data on issues, drafting proposals and budgets, and incorporating feedback from staff.
- Collaborate with Executive Director, Director of Programs, Operations Manager, and other staff, to incorporate program data into proposals and reports.
- Submit all grant proposals to funders, including budgets and attachments, on time.
- Develop and maintain a broad base of knowledge about topics relevant to New Heights (therapeutic riding, horse care..)
- Connect with online resources for notifications about funding opportunities.
- Develop an annual calendar of grant opportunities and reports.

#### Stewardship and Grant Tracking

- Track grant due dates, submissions, funding decision timelines, and communications with funders in EquiForce (version of Salesforce).
- Run reports of prospect/funder activity and track progress.
- Follow-up on approved or declined grants, including writing acknowledgement letters to help relationships with foundation and corporate staff.
- Prepare Fact sheet/talking points

### REQUIREMENTS:

- Bachelor's Degree or a minimum of five years related experience or equivalent.
- Minimum of two years of fundraising/grant writing experience preferred.
- Excellent written and verbal communications skills.
- Strong organizational skills and ability to meet deadlines.
- Computer Skills: **proficient** with Microsoft Office, including Power Point, Excel and Word. EquiForce (version of Salesforce) and WordPress experience a plus.
- Familiarity with social media: Facebook, Twitter, LinkedIn.

### About Us

New Heights Therapeutic Riding Center is a 501(c)3 nonprofit organization founded in 1998. We are a premier therapeutic equestrian center dedicated to positively impacting lives through the healing power of the horse. We help people who have physical, cognitive, and emotional difficulties reach

their full potential. We serve a wide variety of groups and individuals in our community and beyond. <http://www.newheightstherapy.org>

Job Type: Contract

Salary: Contract/Hourly

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## Application Questions

**You have requested that Indeed ask candidates the following questions:**

- How many years of Grant Writer experience do you have?
- Are you able to work in Folsom, LA 70437?
- How is your previous experience relevant to this role?
- When are you available for an interview or phone screen? Please list 2-3 dates and times or ranges of times.
- Please list one to three references. Include the person's name, company and title, contact details (email and/or phone number), and explain your relationship (former boss, current coworker, etc).